

OFFICIAL GAZETTE



GOVERNMENT OF GOA

EXTRAORDINARY

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GOVERNMENT OF GOA

Department of Law and Judiciary

Legal Affairs Division

Notification

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The following Scheme for Payment of Pensions of Pensioners under the Goa, Daman and Diu (Payment of Pension to Members of the Legislative Assembly) Rules, 1985, by Public Sector Banks, is hereby published for general information of the public.

P. V. Kadnekar, Joint Secretary (Law).

Panaji, 30th October, 1996.

SCHEME FOR PAYMENT OF PENSIONS OF PENSIONERS

Under the Goa, Daman and Diu (Payment of Pension to Members of the Legislative Assembly) Rules, 1985

Through Public Sector Banks

Broad Features:

1. The Government of Goa is desirous to introduce a Scheme for Payment of Pension to Pensioners under the Goa, Daman and Diu (Payment of Pension to Members of the Legislative Assembly) Rules, 1985, through Public Sector Banks.

2. The list of Public Sector Banks already selected for this purpose in consultation with the Department of Economic Affairs (Banking Division) and Reserve Bank of India for the Payment of Pensions to Pensioners under the Goa, Daman and Diu (Payment of Pension to Members of the Legislative Assembly) Rules, 1985, is given in Annexure I.

2.A. Definitions.—For the purpose of this Scheme, unless the context otherwise requires,—

(1) "Director of Accounts" means the Director of Accounts to the Government of Goa;

(1.A) "Deputy Director of Accounts"/"PA-I Section" means, Deputy Director of Accounts/PA-I Section, or any other Officer authorised by the Director of Accounts to perform any or all the functions of the Scheme in the Directorate;

(2) "Public Sector Bank"/"Banks" means the Bank/Banks listed in Annexure I;

(3) "Link Branch" means the branch of the Public Sector Bank conducting the business of the Bank at Panaji, which could also be the Paying Branch;

(4) "Paying Branch" means, the branch of the Bank making the payments of the pension;

(5) "Pensioner(s)" means the pensioner(s) under the Goa, Daman and Diu (Payment of Pension to Members of the Legislative Assembly) Rules, 1985;

3. Extent of Application:

Para 3.1:

3.1: Unless otherwise specified or stated, all pensioners under the Goa, Daman and Diu (Payment of Pension to Members of the Legislative Assembly) Rules, 1985, are covered by the Scheme.

4. Mode of Crediting Pension:

4.1. Payment of pensions (including family pension) shall be automatic and no bill shall be required to be submitted. The amount of monthly pension shall be credited by the Paying Branch selected by the pensioner, to his or her individual savings/current account already opened or to be opened with that branch.

4.2. Payment of pension in cash or through a 'joint' account with or without 'either or survivor' facility is not permitted in the Scheme.

4.3. The account cannot also be allowed to be operated by a holder of power of attorney. However, the facility of allowing cheque books and acceptance of standing instructions for transfer of funds from the account is admissible as per instructions of Reserve Bank of India contained in Annexure XII.

5. Authorities competent to issue pension payment orders:

5.1. The entire work regarding transfer of PPOs to the Link Branches is centralised in PA-I Section of Directorate of Accounts, Panaji. The PPOs of pensioners as indicated in para 3.1 will be issued by Deputy Director of Accounts, PA-I Section, Directorate of Accounts, Panaji.

5.2. The Deputy Director of Accounts/PA-I Section, while issuing the PPO, shall indicate in the PPO, the particular Branch of the Public Sector Bank from which the pensioner has opted to draw pension.

6. Account authority through whom PPOs have to be transmitted to the Link Branches, etc.:

6.1. The Deputy Director of Accounts, PA-I Section, shall be responsible for countersigning and forwarding PPOs to the concerned Link Branches in the STATE under Special Seal Authority. The provision of this para is equally applicable to amendment letters required to be issued consequent on revision of pensions.

6.2. An impression of Special Seal together with specimen signatures of Deputy Director of Accounts/PA-I Section authorised to forward pension papers to Link Branches, countersigned by the Manager, State Bank of India, Panaji, shall be forwarded first time to Link Branches of the Public Sector Bank by the PA-I Section of Directorate of Accounts, Panaji. In the event of a change in the incumbency of the Deputy Director of Accounts/PA-I Section, the specimen signature of the new officer shall be sent to the Link Branch duly attested by the relieved Officer/Director of Accounts, Panaji. The Link Branch shall keep the specimen signature of the Deputy Director of Accounts/PA-I Section and the impression of special seal so received on their records.

6.3. Subject to the submission of pension cases by the Departments concerned to Directorate of Accounts, in time, the time schedule to be followed by the various authorities shall be as under:—

Name of Authority	Time Schedule
(1) Deputy Director of Accounts/PA-I Section, Directorate of Accounts, Panaji-Goa.	Despatch of PPO by Deputy Director of Accounts/PA-I Section to Link Branch of Public Sector Bank by 20th of the month of cessation as member of the Legislative Assembly.
(2) Link Branch	Despatch of PPO by Link Branch to Paying Branch by 23rd of the month of cessation as member of the Legislative Assembly.
(3) Paying Branch	Paying Branch will complete all formalities and ensure that the pension has been credited to the pensioners account on due date.

7. Record of transfer of pension payment orders:

7.1. The PA-I Section of Directorate of Accounts, Panaji, shall maintain a record of all PPOs transferred by them to the Public Sector Bank in the form as given in Annexure X to this Scheme. The duplicates of pensioners option applications shall be retained by the Directorate of Accounts, Panaji.

7.2. Each Link Branch shall maintain a register in the form specified in Annexure II to serve as a consolidated record of the PPOs received by it from Directorate of Accounts, Panaji, for arranging payments there-against at its specified payment branches.

7.3. The genuineness of PPOs issued shall be verified by the Link Branches of the Banks by comparing the specimen signatures and facsimile of special seal received by them separately (to be obtained if not already on record), with those affixed on the letters from the Directorate of Accounts, Panaji, forwarding the PPOs.

7.4. The PPOs shall invariably be despatched under a registered cover with acknowledgement due, the receipt of which shall be watched through the Register of PPOs issued or otherwise. If a PPO is to be delivered at the same station, its delivery may be arranged through a special messenger and proper acknowledgement obtained therefor.

8. Procedure for switch-over for payment to Public Sector Banks:

8.1. The applications for switch-over to Public Sector Banks by the existing pensioners shall be made in the form as given in Annexure III in duplicate to the Pension Disbursing Authority.

8.2. The pensioners should first draw pension which has already fallen due, before applying for transfer of their pension papers to the Public Sector Banks.

8.3. Transfer applications in duplicate shall be forwarded immediately by the Pension Disbursing Authority alongwith the copies of the disbursers halves (duly authenticated and written upto date) of the related PPOs to the Directorate of Accounts, Panaji, for transmission to the Link Branches of the Public Sector Banks for arranging payments after keeping necessary note in

their records. Action shall also be taken by Pension Disbursing Authority to update the entries of payment made in the pensioner's portion of the PPOs, if not already done, before the transfer applications are sent to the Directorate of Accounts, Panaji.

Note : When a PPO (Disburser's portion) has got torn or mutilated, it shall be renewed by Directorate of Accounts, Panaji, before sending it to the Link Branch.

9. Transfer of PPOs by Link Branch to Paying Branch of Public Sector Bank:

9.1. The documents received from the Directorate of Accounts, Panaji, viz. the disburser's half/both the halves of the PPO and the original transfer application of the pensioner shall be forwarded by the Link Branch to the particular branch specified by the pensioner, hereinafter referred to as Paying Branch, within three days of receipt after keeping a record in the manner specified in para 7.2. supra, under intimation to the pensioners.

10. Information to pensioners:

10.1. The Directorate of Accounts, Panaji, and Link Branches shall ensure that the pensioner is kept informed of the issue of PPO and about the subsequent movements at all stages.

11. Duties and functions of the Paying Branches before starting payments:

11.1. On receipt of documents from the Link Branch, as indicated above, the Payment Branch shall immediately address the pensioner through a letter in the form of Annexure IV, advising him/her to appear at the branch alongwith the documents mentioned therein for the purpose of identification.

11.2. In the case of a physically handicapped pensioner who is unable to present himself/herself at the Paying Branch, the requirement of personal appearance shall be waived. Instead, thereof, the officer incharge/Bank Manager or the designated officer may visit the pensioner's residence/hospital for the purpose of identification and obtaining specimen signatures, etc. as required in paras 11.3 and 11.4 *ibid*. For this purpose, the pensioner shall submit to the Paying Branch of the Public Sector Bank, a certificate from a registered medical practitioner, about his/her being physically handicapped.

11.3. Before commencing payment, the Paying Branch shall obtain in the case of a new pensioner, specimen signature or the thumb impression, as the case may be, in the space provided for the purpose in the disburser's portion of the PPO and hand over the pensioner's portion of the PPO to him/her after proper identification in accordance with para 11.4 *infra*. The Paying Branch shall also obtain an undertaking in the form in Annexure XI from pensioner that excess payment, if any, credited to his/her account, due to delay in receipt of any material information, or to any bonafide error, can be recovered by the Bank.

11.4. On the first appearance of a pensioner at the Paying Branch, the Officer incharge/Branch Manager or the designated Officer of the Bank shall satisfy himself about the identity of a pensioner by ensuring that:

(i) the pensioner has produced his/her personal copy of the intimation received directly from the authority issuing the PPO or any other documentary proof establishing his/her identity as pensioner;

(ii) the personal identification marks, if any, on the face or/and hand of the pensioner given in the disburser's portion of the PPO have been checked;

(iii) the pensioner bears a close resemblance with his/her photograph as affixed on the disburser's portion of his/her PPO;

(iv) the pensioner's specimen signatures or thumb and fingers/great toe impressions, as the case may be, to be obtained by him in the space provided for the purpose in the disburser's portion of his/her PPO, agree with his/her attested signatures or thumb/and fingers/great toe impressions received with the PPO; and

(v) in cases where it is not possible to comply with the requirements at (iv) above due to the pensioner being handicapped, his/her identity be verified with reference to (i) to (iii) above.

11.5. In cases of temporary inability to appear in person in consequence of the pensioner's bodily illness or infirmity, verification may be carried out as above, as soon as the pensioner recovers from illness.

11.6. In a rare case where the photograph is not affixed or missing from the disburser's portion, the Paying Branch, shall, in due course, obtain a new photograph (which can be attested by any officer of the Reserve Bank or a Public Sector Bank) of the pensioner who has to be properly identified for the purpose, and complete the disburser's portion.

11.7. The personal identification of the pensioner as specified in the preceding paragraphs, shall be only for the first payment of pension at the Paying Branch.

11.8. The disburser's portion of the PPO's alongwith related documents shall be first placed in separate individual files and then placed in serial order in a separate folder for pensioners as indicated in para 3.1 supra. The folders shall be kept in personal custody of the authorised Officer of the Paying Branch, in a manner that pensioners do not have access thereto.

11.9. No bill shall be required to be submitted by the pensioner for drawing pension at the Paying Branch. The pension shall be paid by the Paying Branch, after deduction of tax, vide paragraph 11.11, *infra*, by credit to the savings bank/current account of the pensioner with the Paying Branch. Pension will not be paid in cash or through a 'Joint' account with or without 'Either or Survivor' facility.

11.10. The Paying Branch shall credit the net amount of Pension payable to the pensioner in his account and disburse the same on the last four working days of the month to which the pension relates except the pension for the month of March, which shall be credited on or after the first working day of April. If, in

exceptional cases, the pensions could not be credited on any of the last four working days, as aforesaid it must be ensured that it is credited as soon thereafter, as possible and in any case not later than the 7th of the month following the month for which pension is due. Where the State Government advances the due date of payment in a particular month by a specific order, the Paying Branch shall credit the amount of pension payable to the pensioner in his account, on the due date notified. The State Government shall endorse a copy of such an order to all Public Sector Banks covered by the Scheme. Such orders shall cover only pensioners as indicated in para 3.1. supra.

Note: The term 'working day' shall be deemed to be a day on which the concerned Paying Branch is open for transacting its ordinary business with the Public.

11.11. The Paying Branch shall be responsible for deduction of income tax at source from pension payment in accordance with the rate prescribed from time to time. While deducting such tax from pension payment, the Paying Branch shall also allow deduction on account of reliefs available under Income Tax Act from time to time on production of proper and acceptable evidence of eligible savings by pensioners. The Paying Branch shall issue to the pensioner in April each year a certificate of tax deducted in the form prescribed in the Income Tax Rules. The Paying Branch shall also issue Certificate of Income from Pension to the pensioner in the form as above with necessary modification even in cases where no Income Tax is deducted at source, if the pensioner applies for such a certificate in writing.

11.12. The Paying Branch shall maintain a detailed record of pension payments made by it from time to time in the form specified in Annexure V. Every payment shall also be regularly entered on the disburser's portion of the PPO and authenticated by the authorised officer of the Paying Branch.

11.13. Separate payment scrolls shall be prepared by the Paying Branch for pensions paid under each minor head as indicated in PPO, in triplicate in the form specified in Annexure V. If however, the Paying and Link Branch are one and the same, only two copies of the scrolls need be prepared.

11.14. In case there is any change in pension payments in any particular month as compared to the pension payment of preceding month, for any reason, the Paying Branch shall make a notation 'Change' (preferably in red ink) alongwith suitable reasons in the Remarks Column of the payment scroll for that month against the affected entry. If, in any particular case, pension payment has been stopped entirely for reasons of death of a pensioner or non-submission of any certificate, or transfer of pension account to any other pension paying point, etc., the relevant particulars of the PPO as appearing in the previous scroll are to be included in the scrolls of the month in which change has taken place. However, the amount column therein may be left blank with a notation 'Change' giving suitable reasons against the affected entry. Further, a certificate of having made the remark of 'Change' on the scrolls may also be appended at the end of the scroll itself.

Note: The reasons for change may be recorded thus: —

Pension stopped/reduced from _____ in view of declaration in Annexure VI-II and Director of Accounts letter No. _____ dated _____ or Pension resumed from _____ at _____ in view of Director of Accounts letter No. _____ dated _____ (See Rule 14.3).

11.15. The Paying Branch shall send advice of pension payments alongwith pension payment scrolls, to its Link Branch by the 5th of each month, with a certificate of payment recorded on the advice. One copy of each of the scroll shall be retained by the Paying Branch for its own record, and the remaining copies of the scrolls alongwith the certificates (wherever called for) to be submitted by the Pensioners under paragraph 14 infra shall be sent alongwith pension payment advice to the Link Branch.

11.16. Whenever there is change in the rates of pension, the Paying Branch shall call back the pensioner's half of the PPO and record thereon the changes, indicating, inter-alia, the date(s) from which the changes are effective under proper attestation. After this is done, those halves shall be returned to the pensioners.

12. Functions of the Link Branch for obtaining reimbursement of payments made:

12.1. On receipt of payment advices and two copies of the scrolls supported by the necessary documents from all the Paying Branches in the district, the Link Branch shall send by the 7th of each month, one copy of the scroll supported by necessary documents, alongwith a summary sheet, to the State Bank of India, Panaji. The duplicate copy of the scrolls and the payment advices received from the Paying Branches shall be retained by the Link Branch.

13. Reimbursement to Public Sector Banks and subsequent action:

13.1. On receipt of the scrolls, etc. from the Public Sector Bank Link Branch, the State Bank of India, Panaji, shall check the scroll, to ensure that it is complete in all respects and is accompanied by the relevant certificates in respect of each payment included therein. Thereafter, the net amount of Pensions disbursed by the Public Sector Bank shall be reimbursed to the Public Sector Bank by debit to the Goa Government account. A copy of the debit advice together with the copy of the scroll and other supporting documents received from the Link Branch shall be sent by the State Bank of India, Panaji, to the Treasury Officer, Panaji, by 15th of the month. All Paying Branches shall allocate a running number to the monthly scroll during the financial year.

13.2. The Paying/reimbursing Banks shall ensure that no excess reimbursement is claimed/made. However, if excess reimbursement is made to the Paying Bank, due to any reason and the amount involved is less than Rs. 1000/-, the same may be adjusted through the pension payment scroll of the succeeding month, by the Paying Branch putting in a short claim to the extent of the excess amount involved, with suitable remarks therefor. Where, however, the amount excess reimbursed is Rs. 1000/- or more, the reimbursing Bank may prepare immediately an error scroll for the amount for crediting the excess to Government

account, and recovering the same from the Bank to which excess reimbursement had been made.

Note: In respect of payments of arrears of pension exceeding Rs. 5000/- each, the Paying Branch may submit special scrolls relating to such payments and obtain reimbursements through the prescribed channel as and when these payments take place. These scrolls, etc. shall, however, be forwarded by the reimbursing Banks to the Treasury Officer, Panaji, along with the regular pension payment scrolls in a month.

13.3. The Treasury Officer shall check the correctness of the totals and thereafter incorporate the transactions in his accounts to be submitted to the Director of Accounts, Panaji.

13.4. The Treasury Officer shall be responsible for accounting of gross pensions and deductions towards income-tax and others while rendering the Treasury accounts to the Director of Accounts.

13.5. On receipt of the Treasury Accounts, the Director of Accounts shall adjust the transaction in the usual manner.

14. Certificates to be furnished by the pensioners:

14.1. **Life Certificate:** In November each year, the pensioner would be required to present himself before the authorised Officer of the Paying Branch or furnish a life certificate in the form specified in Annexure VI(1) from any Officer or the Reserve Bank of India and/or of the Public Sector Banks listed in Annexure I.

14.2. In case a pensioner is unable to present himself in person or to obtain a life certificate from an authorised Public Sector Bank Officer on account of serious illness/incapacitation, etc., an intimation to this effect supported by a medical certificate from a registered medical practitioner about his inability to appear in person may be sent by him/her to the officer-in-charge of the Paying Branch so that the latter may nominate an officer to visit the pensioner at his/her residence/hospital for the purpose of recording the life certificate.

14.3. Declaration of the pensioner not holding certain offices/re-employed/employed.

The pensioner shall be required to furnish a Declaration in the form prescribed in Annexure VI-II every month. In case Pension is drawn in arrears, a declaration covering the entire period for which pension is allowed would suffice. Where such a declaration indicated that sub-para (iii) is applicable, the Paying Branch shall seek the orders of the Director of Accounts, Panaji, before making any payment.

15. Procedure for transfer of Pension payment from one Branch/Bank to another:

15.1. Applications for transfer of pensions may fall under any of the following categories:—

(i) transfer from one Paying Branch to another of the same Public Sector Bank at the same station or at a different station.

(ii) transfer from one Public Sector Bank to another at the same station (such transfers to be allowed only once in a financial year); and

(iii) transfer from one Public Sector Bank to another Public Sector Bank at a different station.

15.2. Request falling under category (i) above, may be entertained by the Public Sector Bank itself, only with prior approval of Directorate of Accounts, Panaji. For this purpose, the Paying Branch through Link Branch shall send to the Directorate of Accounts, Panaji, immediately, a proforma in duplicate, duly filled in as indicated in Annexure XIII on receipt of request for transfer from the pensioner. The Directorate of Accounts, Panaji, shall return one copy approving the transfer through Link Branch and the Paying Branch, on receipt thereof will indicate on the disburser's portion of the PPO, the month upto which the payment has been made, and will, thereafter return the disburser's portion of the PPO to the Link Branch. The Link Branch shall thereafter take necessary action for transfer of PPO to the Paying Branch concerned for arranging payment. Necessary intimation of effecting the transfer will be sent to Directorate of Accounts, Panaji, for keeping a note of change in their records, under intimation to the pensioner as stipulated in paragraph 9.1. supra.

15.3. In case falling under categories (ii) and (iii) above, the pensioner shall be asked to return his own portion of the PPO to the Paying Branch, which will then return, through its Link Branch, both the portions of the PPO to Directorate of Accounts, Panaji, indicating the month upto which pension payment has already been made. The Directorate of Accounts, Panaji, will transmit the documents to the concerned Link Branch in the manner indicated in para 6.1 supra.

15.4. To avoid the risk of over payment at the time of transfer, the following certificate may be recorded on the PPO by the Paying Branch of the Public Sector Bank.

"Certified that payment of pension has been made upto the month of _____ and that this PPO consists of _____ continuation sheets for recording disbursement".

15.5. Except as provided above, the transfer of a pension from one payment point to another shall not, ordinarily, be permitted.

16. Revision of pension:

16.1. In cases where the amount of pension payable is revised in pursuance of any amendment to the Goa Salary, Allowances and Pension of Members of the Legislative Assembly Act, 1964 (Act 2 of 1965), payment at the revised rates, including arrears, if any, may be arranged in the following manner:

(a) On receipt of an amendment letter from Deputy Director of Accounts/PA-I Section, Directorate of Accounts, Panaji, indicating (i) the revised rates of pension and (ii) the date(s) from which the revised rate is effective, the Link Branch of the concerned Public Sector Bank shall transmit the letter urgently to the concerned Paying Branch under advice to the pensioner after subjecting the amendment letter to the requisite verification and after making necessary corrections in the Index Register of Pension Payments (Annexure II) maintained by the Link Branch. The Paying Branch, shall, on receipt of the amendment letter, carry out the requisite corrections on both the halves of the affected PPO, under attestation by the Branch

Manager or In-charge, quoting thereon as authority the letter received from Directorate of Accounts, Panaji. The pensioner's half of the PPO shall be obtained by the Paying Branch from the pensioner for making these corrections. Simultaneously, a note to the effect that necessary corrections have been made in both the halves of the PPO shall also be made on the amendment letter.

(b) Before making payment, the Paying Branch shall draw up a 'due and drawn' statement of pension and relief due thereon in form as in Annexure VII. Further, action to pay the pension at the revised rates based on the amended PPO, from the date the revision takes effect, alongwith arrears, if any, will then be taken by the Paying Branch.

17. Arrears of Pension

17.1. In cases other than those in which arrears of pension are due to the death of the pensioner, if the pension has not been credited by the Bank to the account of a pensioner for any reason for a period exceeding one year, as for example, for want of a life certificate, details thereof and reasons for not crediting the pension, if known, shall be communicated to the PA-I Section, Directorate of Accounts, Panaji, through the Link Branch by 1st October each year under Rule 371 of the Central Government Compilation of the Treasury Rules, (CTRs), Volume I.

17.2. The arrears on the above account shall be paid by the Paying Branch only on receipt of Sanction of competent authority (as specified in rule 369 of CTRs), which shall be obtained by the Directorate of Accounts, Panaji, on receipt of intimation through the Link Branch that the particular payment shown as outstanding in the half-yearly return(s) has been claimed by or on behalf of the concerned pensioner. For this purpose, the number and date of the letter with which the half-yearly report was sent shall be indicated by the Paying Branch. However, if the arrears do not exceed Rs. 10,000, and do not involve the first payment of pension, and if they have arisen due to late submission of the prescribed certificate(s) by the pensioner, they may be paid by the Paying Branch after obtaining specific order of the Manager/Officer-in-charge who would sanction the payment after personally satisfying himself that the amount payable is actually due, the certificate(s) furnished has/have been duly countersigned, and the claim has remained undrawn due to unavoidable reasons. Such payments will also be mentioned prominently in the payment scrolls, quoting particulars of the latest relevant half-yearly return through which non-drawal had been reported.

17.3. If, in such cases, pension has not been credited to the account of the pensioner for a period of 3 years, the disburser's portion of the PPO should also be returned to Directorate of Accounts, Panaji, through Link Branch, with suitable endorsement thereof, specifying the date upto which the pension was credited in the pensioner's account. Payment of arrears in such cases shall be made as also payment of current pension resumed by the Paying Branch only on receipt back of the PPO with a sanction of the competent authority through the PA-I Section, Directorate of Accounts, Panaji/Link Branch.

18. Arrears of pension on the death of Pensioner and manner of disposal of such PPO:

18.1. Pension shall be drawn for the day of the pensioner's death irrespective of the time of death. On receipt of a death certificate in respect of a pensioner, the Paying Branch will work out the amount of arrears due to the deceased or over-payments, if any, made to him. It shall take action immediately to recover the over-payments from the deceased's account in terms of the undertaking obtained by the Paying Branch from the pensioner at the time of commencement of pension as provided in para 11.3. supra. Payment of arrears will be made to the heir(s) of the deceased pensioner, if the deceased pensioner has not submitted any nomination under the procedure envisaged in Annexure XIV. In case a valid nomination by the deceased pensioner exists, payment will be made to the nominee in accordance with the nomination. However, for payment of arrears to the heir(s) of the deceased pensioner, the Public Sector Bank, after furnishing information regarding the date of pensioner's death, amount of arrears due in respect of the deceased pensioner and particulars of claimant(s) claiming payment, and the authority, if any, in which their claim is based, will seek instructions of the Directorate of Accounts, Panaji, who will in turn, obtain the requisite sanction of the Head of Office in this regard, wherever necessary.

18.2. For payment of arrears, to the nominee, he/she will be asked to apply for the same to the Paying Branch alongwith the pensioner's half of the PPO and a receipt (duly stamped where necessary) for the amount, setting-forth the period of arrears. The Paying Branch, after verifying the fact that the payment is actually due to the deceased pensioner, and also the particulars of the nominee as given in the nomination, will make payment by a Bank Pay Order and make a suitable note on both the halves of the PPO. The receipt of the nominee will be enclosed by the Paying Branch with the relevant payment scroll while claiming reimbursement through Link Branch.

18.3. The Paying Branch shall enter the date of death of the pensioner in the disburser's portion of the PPO as well as pensioner's portion and in the register in the form as in Annexure V. The Pensioner's half of PPO shall then be returned to the nominee if family pension stands also authorised through same PPO, otherwise, it shall be returned to the Link Branch alongwith the disburser's half, for onward transmission to the PA-I Section, Directorate of Accounts, Panaji, who has issued the PPO for keeping the necessary note and record.

19. Family Pension:

19.1. Paras 5 to 7 above are mutatis mutandis applicable to authorisation of family pension in respect of the Members of the Legislative Assembly dying while in service. Paras 8 to 15 and 17 to 19 above are mutatis mutandis applicable to authorisation/payment of family pension in all types of cases. The PPO indicates the entitlement in respect of family pension to the widow/husband in the event of death of the pensioner. The payment of family pension at the rate, and to the person, indicated in the PPO may be commenced by the Paying Branch on receipt of a death certificate and application for family pension in the specified form (Annexure VIII), alongwith the pensioner's half of

the PPO. Before, however, the payment is actually commenced, the identity of the spouse entitled to family pension shall be verified with reference to the joint photographs, if any, affixed to the PPO and other particulars given by the claimant against Sr. Nos. 9 and 10 of the Family Pension Application Form (Annexure VIII).

19.2. In case the claimant is a child, payment may be commenced after a fresh payment authority is received from the Deputy Director of Accounts/PA-I Section, Directorate of Accounts, Panaji, through the usual channels and identity of the beneficiary/guardian verified in the manner indicated in para 11.4.

19.3. Payment of family pension shall be made by credit to savings/current account of the recipient (not a 'joint' or 'either or survivor' Account) which may be opened if the recipient doesn't already have one. Additionally, an undertaking, similar to the one referred in para 11.3 shall be obtained by the Paying Branch from the recipient before payment of family pension is commenced.

19.4. The Paying Branch will also advise the Directorate of Accounts, Panaji, through the Link Branch, the date of pensioner's death and commencement of payment of family pension for keeping the necessary note in their records.

19.5. In case the report about the death of a pensioner is received by Paying Branch first, from a source other than the widow or widower of the deceased, the Manager shall after satisfying himself about the correctness of the report, write to the family members as in Annexure IX at the address given in the PPO seeking compliance with the prescribed formalities so that payment of family pension to the entitled person(s) is commenced early.

19.6. In certain cases where pension is enhanced by any statutory law, family pension is payable at a higher rate upto a particular date and the normal rate thereafter, relevant columns of the PPO would indicate the rates and the date upto which the higher rate is payable. A prominent note of the date from which the payment of family pension at the normal (lower) rate is to commence, should be kept in red ink in the pension ledger account, of the family pensioner by the Bank so as to enforce the change in the rate from the specified date, and avoid overpayments.

Non Re-Marriage/Non-Marriage Certificate:

19.7. In the case of widow/widower recipients of family pension, certificate of non-re-marriage is required to be furnished by her/him. An undertaking shall also be obtained from the widow/widower at the time of commencement of pension to the effect, that in the event of her/his re-marriage, she shall report the fact of re-marriage to the pension disbursing office promptly.

19.8. In the case of other recipients of family pension (a widow/widower), the certificate of non-re-marriage/non-marriage in the form prescribed in Annexure VI (III) is required to be furnished by the recipient, at six-monthly (i.e. in May and November) intervals.

19.9. In cases where the son or daughter of a Government servant is suffering from any disorder or disability of mind or is physically crippled or disabled so as to render him/her unable to earn a living even after attaining the age of twenty-five years is being continued to be paid family pension beyond the maximum age-limit referred to above, under proviso to rule 54(6) of the C.C.S. (Pension) Rules, 1972, the person receiving the family pension as guardian should produce every three years (in the month of November) a certificate from a medical officer not below the rank of Civil Surgeon to the effect that the person continues to suffer from disorder or disability of mind or continues to be physically crippled or disabled. In such cases, the guardian shall be required to furnish certificate every month that (i) he or she has not started earning his/her livelihood, (ii) in case of a girl, that she has not got married.

19.10. The provisions of para 19 with the exception of para 19.6 shall apply mutatis mutandis to Ex-Gratia pensioners (Refer Order No. 12-1-88-Fin(R&C) II dated 27-5-88).

20. Miscellaneous (Applicable to PPOs for Pensioners as well as Family Pensioners).

20.1. If all the cases for entering monthly payments in the disburser's/pensioner's portion of the PPO get fully used up, the Paying Branch may add extra sheet(s) with similar columns for noting further payments. A suitable entry shall be made by the Paying Branch on the PPO (disburser's/pensioner's portion) whenever a continuation sheet is added, specifying the number of cases on the sheet.

20.2. If both the halves of a PPO are reported to have been lost in transit due to floods, etc. before commencement of payment of pension, the Paying Branch to which the matter is reported, shall address Directorate of Accounts, Panaji, through the usual channel i.e. Link Branch, requesting for issue of a duplicate PPO in favour of the concerned pensioner in terms of the provisions of rule 332--A of CTRs. Before initiating action in this behalf, the Paying Branch shall, however, verify from the Register of Payment of Pensions (Annexure V) that no payment has already been made to the pensioner and confirm this fact to the Directorate of Accounts, Panaji, while writing for a duplicate PPO. The Paying Branch shall also take the following further action before commencing payment in such cases on receipt of duplicate PPOs:—

(a) The fact that no payment is to be made against the Original PPO shall be prominently mentioned in the 'Remarks' column of the Register of Payment of Pension (Annexure V) while noting therein the particulars of the duplicate PPO.

(b) A declaration from the pensioner to the effect that he has not already received any payment against the Original PPO; and also an undertaking from him to the effect that he shall surrender to the Paying Branch the Original PPO, if traced out later, and shall not claim any payment on its strength, shall be obtained from the pensioner and kept on their record.

(c) It shall ensure that no payment has been made to the pensioner on the basis of Original PPO during the period following the report made to the Directorate of Accounts, Panaji, as regards its reported loss.

20.3. In cases in which pensioner's portion of the PPO is lost, torn or torn and it is sought to be renewed, the Paying Branch shall forward the request of the pensioner, alongwith both halves/disburser's half of the PPO, to the Directorate of Accounts, Panaji, through the Link Branch for renewal in terms of the provisions of rules 331-332 of CRTs. In order that payment of pension is not unnecessarily delayed in such cases in the absence of disburser's portion of the PPO, care may be taken to send the connected documents to the Directorate of Accounts, Panaji, immediately after payment for a month is made, so as to leave sufficient time with Directorate of Accounts, Panaji, to do the needful and return the documents by the time payment for the next month becomes due. The Directorate of Accounts, Panaji, will so be reminded by the Paying Branch in cases where the return of the documents is unduly delayed.

20.4. As soon as the Pension/Family Pension is commenced to the Pensioner/Family pensioner as indicated in para 19.1. supra, the Pension Disbursing Authority shall obtain a nomination in Form Annexure XV in triplicate, in terms of procedure specified in Annexure XIV. The Pension Disbursing Authority shall get the particulars of the pensioner, as mentioned in Annexure XV verified with reference to available records and return to the pensioner or obtaining a receipt thereof, the duplicate copy of the nomination in Annexure XV duly attested by him or an Officer authorised by him in this behalf. The triplicate copy shall be sent to the Department from where the pensioner/deceased pensioner had ceased to function as Member of the Legislative Assembly, while the original copy shall be kept on record by the Paying Branch.

21. Post Payment Checks:

21.1. The Directorate of Accounts, Panaji, shall be responsible for the account of the pensions including Family Pensions/Ex-gratia Pensions to the State Government Pensioners and their families and will also conduct post-check of payments. Any irregularities noticed during the course of the post-check shall be communicated to the Paying Branch who shall be responsible for carrying out necessary rectifications as per guidelines issued by Reserve Bank of India. In cases where the Banks find that

instructions received through PPO/Amendment letters to PPO/ready-reckoner to D. A. relief are found to be vague or liable to different interpretations, the Link Branches/Paying Branches may seek the advice of PA-I Section, Directorate of Accounts, Panaji, through the quickest mode of communication so as to avoid inconvenience to the pensioners in crediting amounts to their accounts promptly.

21.2. The Pensionary Payments, Accounts, Records and Registers maintained in the Branches of Public Sector Banks making pension payments and also in the Link Branches shall be open to audit by the Comptroller and Auditor General of India or any person appointed by him in this regard.

21.3. The Accounts, Records and Registers maintained in the Branches of Public Sector Bank making pension payments shall be open to inspection by Director of Accounts, Panaji, or his authorised representative.

21.4. The relevant provisions of the Central Treasury Rules as adopted by the Government of Goa shall be deemed to stand amended to the above extent.

By order and in the name of the Governor of Goa.

P. V. Kadnekar, Joint Secretary (Law).

ANNEXURE - I (Refer para 2)

List of Public Sector Banks selected for the purpose of Payment:

- (1) State Bank of India
- (2) Bank of India
- (3) Bank of Baroda.
- (4) Central Bank of India
- (5) Canara Bank.
- (6) Syndicate Bank.

ANNEXURE - II

(See para 7.2)

Index Register for Pension Payment Authorised through Branches of the Public Sector Bank.

Name of the Pensioner	Date of ceasing to be member of the Legislative Assembly, Goa.	Number of the Pension Payment Order (PPO) & name of authority issuing PPO (Code No.)	Monthly amount of pension (basic pension and relief to be shown separately)	Branch at which the payment is to be made	Date from which pension payment will commence	Remarks
1	2	3	4	5	6	7

Note:—Each entry should be attested by the nominating Officer of the Link Branch of the Public Sector (Additional entries may be provided under Reserve Bank's instructions).

ANNEXURE-III

(See para 8.1)

Application for Drawal of Pension through Public
Sector Bank
(To be submitted in duplicate)

To,

The Pension Disbursing Officer (Exact designation of the
Officer to be indicated)

(Place)

Sir,

I opt to draw my pension through Public Sector Bank and give
below necessary particulars to enable you to make arrangements
in this regard:

1. Particulars of pensioner
(a) Name
(b) PPO No.
(c) Present Address
2. Particulars of the authorised PSB
(a) Name
(b) Branch where payment desired.
3. Pensioner's S. B./Current Account No. at the Branch to
which Pension is to be credited.

Yours faithfully,

(Pensioner)

Place:

Date:

*(Not 'joint' or 'either or survivor' account) Pensioner's Speci-
men.

Signature.....

FOR USE IN THE OFFICE OF THE PENSION:
DISBURSING AUTHORITY

Forwarded to the Directorate of Accounts, Panaji, for trans-
mission to Link Branch of PSB..... (Name of Linker). The
Disbursing Officer's half of PPO of Shri/Smt./Kum..... bearing
No..... is (are) sent herewith.

The pensioner has been paid pension @ Rs.....p.m. and Dear-
ness Relief thereon @ Rs. p.m. upto the month of.....

Pension due from the month of is to be arranged by the
Bank.

Station:

Date:

(Pension Disbursing Authority)
(with name and Seal)

ANNEXURE-IV

(See para 11.1)

..... (Bank)

..... (Name of branch)

..... (Station)

No.

Date.....

To,

Shri/Smt.....

Subject: Payment of pension through Public Sector Banks.

Sir/Madam,

Your pension papers including pensioner's half of PPO have
been received in this branch. You are requested to call urgently at
this branch for personal identification and bring with you the
following documents on any working day between to
.....

(i) Personal copy of the letter issued by the Deputy Director
of Accounts/PA-I Section, Directorate of Accounts, Panaji,
forwarding your PPO to the Link Branch.

(ii) In the case of deceased Member of Legislative Assem-
bly of Goa, certificate of non-re-marriage of widow/widower in
the form as in Annexure VI (III).

(iii) Undertaking for refund of excess amount (if any)
overpaid (in form as in Annexure XI).

(iv)

(v)

(vi)

(1) Your photo has not been received alongwith PPO. You are
requested to bring with you a joint passport size photo of yourself
and your source.

(2) You are also required to open a saving/current account in
your name (not 'Joint' or 'either or survivor' account) with this
branch unless you are already having one. For this purpose, the
requisite forms for opening a new account are also enclosed.

Yours faithfully,

(Manager/Branch-in-charge)

*Strike out if not applicable

*Also includes Accounts Officer of Union Territory Admini-
stration/Government whose accounts have been separated.

ANNEXURE - V

(See para 11.12)

Major Head of Account

Minor Head of Account

Name of Link Branch

Name of Paying Branch

D.A. Relief Sanction with effect included from

Charged/Voted.....

Charged/Voted.....

Code No.

Code No.

REGISTER OF PAYMENT OF PENSION

Name of the pensioner	No. of the pension Payment Order (PPO)	Name of the Authority issuing PPO	Period for which the pension is paid	Amount of the pension (Basic pension and relief to be shown separately)	Recovery of over-payment, if any	Other deductions such as, indemnity pension, contribution in respect of Absorbed Employ-ces and Montepio Contributions	Income Tax deduction	Net amount paid	Allocation of pension as indicated in the PPO	Remarks
				Basic Personal Relief pension						
				a) (b) (c)						
1	2	3	4	5	6	6A	7	8	9	10
1.										
2.										
3.										

Note: Each entry should be attested by the nominated officer of the branch at which payment is made (Additional entries may be provided under Pension Payment Order.

ANNEXURE VI

(See paras 14.1., 14.3. and 19.8)

CERTIFICATE TO BE SUBMITTED BY PENSIONER

I. Life Certificate

Certified that I have been the pensioner
..... holder of Pension Payment
Order (Name of Pensioner)
No and that he is alive on the date.

Place: Name.....
Designation of authorised Officer.....

Date:

II. Certificate of not holding certain offices/Re-Employed/
/Employed.

DECLARATION

1. I declare that —

(i) I am not holding the elected office of the President/
/Vice-President of India or appointed to the office of the Governor
of any State or the Administrator of any Union territory.

(ii) I am not a member of the Council of States or the House
of the People or any Legislative Assembly of a State or Union
territory.

Nor, am I employed on a salary under the Central Government
or any State Government or any Corporation owned or controlled
by the Central Government or any State Government or any local
authority or become otherwise entitled to any remuneration from
such Government, Corporation or local authority.

OR

- (iii) (a) I am a member of or I am employed
as in and the total remunera-
tion received by me as being such member or being in
such employment is Rs.

(b) I am in receipt of pension of Rs.....
from
- (iv) I am not in receipt of any pension from the Central
Government or State Government or any Corporation
owned or controlled by the Central Government or any
State Government or any Local Authority.
- (v) In case of any over-payment resulting from clerical
errors or due to lack of information regarding recovery of
Government dues; such over-payment may be recovered
from the amount of pension due to me in such manner as
the Government may deem fit and proper.

Date..... Pensioner's Signature.....

Place..... Pensioner's name.....

Here mention the name of the Office of the Central Govern-
ment/State Government/Corporation/Local Authority.

III. Certificate of Non-Re-Marriage/Non-Marriage

ANNEXURE - VIII

I hereby declare that I am not married/I have not married during the past six months.

(See Para 19.1)

OR

FORM TR 40-A

* I hereby declare that I have not been re-married and I undertake to report such an event promptly to the Pension Disbursing Authority/Bank.

* Applicable only for widow recipient of family pension and to be furnished only once.

Place: Signature

Date: Name of the Pensioner

P. P. O. No.

I certify to the best of my knowledge and belief that the above declaration is correct.

Signature of a responsible Officer or a well-known Person

Name
Designation

Place:

Date:

ANNEXURE VII

[See Para 16.1.(b)]

DUE AND DRAWN STATEMENT

Name of the Pensioner					
Month	Amount due as per revised authority letter received through		Amount	Balance payable (+)/ Recoverable (-)	
Pension Rs.	Graded relief Rs.	Pension Rs.	Graded relief Rs.	Pension Rs.	Graded relief Rs.
TOTAL					A
Less amount payable as Addl. Death/Retirement Gratuity					B
Net amount recoverable on account of graded relief					A-B

(Rupees (in words) only).

Branch Manager/incharge

Form of application for the grant of Family Pension on the death of Pensioner.

Form of Application for the Grant of Family Pension on the death of Pensioner.

1. Name of the applicant:

(i) Widow/Widower;

(ii) Guardian if the deceased person is survived by child or children.

2. Name and age of surviving widow/widower and children of the deceased Government Servant/Pensioner.

Sl. No.	Name	Relationship with the deceased person	Date of birth in Christian era
1.			
2.			
3.			
4.			
5.			
6.			

3. Name and No. of PPO of the deceased pensioner.

4. Date of death of the pensioner.

5. If the applicant is guardian, his date of birth and relationship with the deceased Government servant/pensioner.

6. If the applicant is a widow/widower the amount of service pension which she/he may be in receipt on the date of death of the husband and wife.

7. Full address of the applicant.

8. Place of payment of Pension and Gratuity (Public Sector Bank Branch & Pay and Accounts Officer).

9. Enclosures:

(i) Two specimen signatures of the applicant duly attested (To be furnished in two separate sheets).

(ii) Two copies of passport size photograph of the applicant, duly attested.

(iii) Two slips each bearing left hand thumb and finger impression of the applicant, duly attested.

(iv) Descriptive Roll of the applicant duly attested, indicating (a) height and (b) personal marks, if any, on the hand, face, etc. (specify a few conspicuous marks, less two, if possible. (To be furnished in duplicate).

(v) Certificate (s) of age (in original with two attested copies) showing the date of birth of the children. The certificate should be from the Municipal Authorities or from the local Panchayat or from the head of a recognised school if the child is studying in such school. (This information should be

furnished in respect of such child or children the particulars of whose date of birth are not available with the Head Office).

10. Signature or Left-hand thumb impression* of the applicant.

11. Attested by:

Name	Full Address	Signature
(i)
(ii)

12. Witnesses:

(i)
(ii)

Note: Attestation should be done by two Gazetted Government Servants or two or more persons of respectability in the town, village or paragana in which the applicant resides.

* To be furnished in case the applicant is not literate enough to sign her/his name.

ANNEXURE - IX

(See para 19.5)

..... Bank
..... Branch
.....

No. dated

To,
Smt./Shri

Subject: Claim for Family Pension

Dear Madam/Sir,

*It is understood that Shri/Smt. holder of PPO No. has since died.

OR

*Please refer to your letter No. dated claiming Family Pension after the death of Shri/Smt. pensioner, holder of PPO No.

You are accordingly, requested to call at branch of the Bank on any working day between to for personal identification and completion of formalities before payment of Family pension is commenced

2. You are also requested to furnish to the Bank the documents (forms enclosed) mentioned below:—

(i) Application in Form T. R. 40-A (Annexure VIII of the Scheme).

(ii) Certificate of non-remarriage/non-marriage certificate for widow/widower family pensioner and non-marriage certificate for daughter(s) of deceased Pensioner.

(iii) Undertaking for refunding excess amount, if any, paid after commencement of payment of family pension, in form as in Annexure XI.

3. You are also requested to bring with you the following:—

(i) Death Certificate of Shri/Smt. deceased pensioner.

(ii) Pension Payment Order (Pensioner's half).

(iii) Pass Book in case you have already a Bank account with the above mentioned branch in your name.

Yours faithfully,

Manager

..... Branch
..... Bank

*Delete whichever is not applicable.

ANNEXURE - X

(Referred to in para 7.1)

Sr. No.	Name of the Pensioner	PPO No.	Name of the Link Bank and Paying Branch	Class of pension	Rates of pension	Date of commencement of Pension	Name of Treasury where any previous payment is made	Audi- tor	A.A.O.	D.D.A.	Remarks
1	2	3	4	5	6	7	8	9	10	11	12

Signature

ANNEXURE - XI

(Referred to in para 11.3)

Specimen of Letter of undertaking

The Branch Manager
Bank (Bank's Name)
Branch (Branch's Name)

Dear Sir,

Payment of Pension under P.P.O.

No. through your Office.

In consideration of your having, at my request, agreed to make payment of pension due to me every month by credit to my account with you. I, the undersigned, agree and undertake to refund or make good any amount to which I am not entitled or any amount which may be credited to my account in excess of the amount to which I am or would be entitled. I further hereby undertake and agree to bind myself and my heirs, successors, executors and administrators to indemnify the bank from and against any loss, suffered or incurred by the bank in so crediting my pension to my account under the Scheme and to forthwith pay the same to the bank and also irrevocably authorise the bank to recover the amount due by debit to my said account or any other account/deposits belonging to me in the possession of the bank.

Yours faithfully,

Signature:

Name:

Address:

Date:

Witnesses:

(I) Signature:

Name:

Address:

(II) Signature:

Name:

Address:

ANNEXURE - XII

(See para 4.3)

An extract of Instructions issued by R. B. I. to the Managing Directors of State Bank of India and its Associate Banks and General Managers of Nationalised Banks in connection with the extension of facility of allowing cheque books and acceptance of standing instructions for transfer of funds from the accounts of Central Civil Pensioners drawing pension under the Scheme for payment of Pensions through Public Sector Banks is reproduced below:—

(I) Acceptance of Standing instructions from the Pensioners:

The matter has been examined by us in consultation with the Government of India, Ministry of Finance, who have advised that acceptance of standing instructions for transfer of funds etc. from the pensioner's accounts would not be inconsistent with the Scheme and that they see no objection to public sector banks dealing with such requests from pensioners at their discretion. In exercising such discretion, banks may bear in mind the fact that in view of the bonds of indemnity executed by them under the Scheme, they will have to compensate the Government in respect of any overpayment or wrong payment.

(II) Extending Cheque Book facility to Pensioners:

(a) Once the amount of pension and/or other pensionary benefit is credited to a pensioner's individual savings/current account, all the operations in the account will be governed by general banking rules and practices. Therefore, withdrawals from the account can be permitted by means of cheque/withdrawal slip as in the case of other account holders. Request for issue of cheque book from the pensioner's may therefore be considered by banks on merit of each case and subject to the rules and regulations framed by individual bank in this regard. We feel that withdrawal by means of cheque, if permitted, will be of immense help to old pensioners.

(b) It is also not necessary to make it compulsory for a pensioner to come personally to bank's office to withdraw the amount of his pension every month, when other account holders have the option to withdraw money from their accounts by means of withdrawals slip/cheques through bearer.

[Authority R. B. I. (Central Office) Ref. GA. NB: No. 333/GA 64(11-CVL-Misc)/86/87) dtd. 5th August, 1986].

ANNEXURE - XIII

(See para 15.2)

(To be filled in duplicate)

Transfer Application for change of pension Payment from one Branch to another

P.P.O. No. & Date	Name of Pensioner	Existing Link Branch & Code No.	Name of Link Branch through which payment is desired & Code No.	Existing Paying Branch and Code No.	Name of Paying Branch through which payment is desired & Code No.
1	2	3	4	5	6

To,

The Deputy Director of Accounts/PA-I Section,
Directorate of Accounts,
Panaji-Goa.

(Signature of Manager with Seal)

Accepted & Returned
Deputy Director of Accounts,
PA-I Section,
Directorate of Accounts, Panaji-Goa.

ANNEXURE - XIV

Procedure in respect of Nomination for payment of
Arrears of Pension on Death of the Pensioner

1. Any pensioner to whom any pension is payable by the Government out of the Consolidated Fund of the State may nominate any other person (hereinafter referred to as the nominee) in accordance with the provisions of para 2, who shall receive, after the death of the pensioner, all moneys payable to the pensioner on account of such pension on, before or after the date of such nomination and which remain unpaid immediately before the death of the pensioner.
2. (1) Every pensioner shall nominate any person for the purpose of para 1 above in Form under Annexure XV and submit it, in triplicate, by personal service after taking receipt or by sending through registered post acknowledgement due to the respective Pension Disbursing Authority i.e. Branch of a nominated Public Sector Bank through whom pension is drawn.
- (2) Within thirty days of the receipt of nomination in Form under Annexure XV as referred to in sub-para (1), the Pension Disbursing Authority i.e. Branch of a nominated Public Sector Bank shall get the particulars of the pensioner, as mentioned in Form under Annexure XV verified with reference to the available records and return to the pensioner, after obtaining a receipt thereof, the duplicate copy of the nomination in Form under Annexure XV duly attested by him or an Officer authorised by him in this behalf. The triplicate copy shall be sent to the Legislature Secretariat while the original copy of the nomination shall be recorded.
- (3) Every member of Legislative Assembly who on ceasing to be member of Legislative Assembly, Goa, shall submit the nomination in triplicate, in Form under Annexure XV to the Legislature Secretariat, from where he/she ceased to be member of Legislative Assembly, Goa, within 3 months before or after the date of expiry of his term as member.

- (4) Within thirty days of the receipt of the nomination in Form under Annexure XV under sub-para (3), the Legislature Secretariat shall get the particulars of the pensioner, as mentioned in Form under Annexure XV verified with reference to the records of the establishment and return to the pensioner, after obtaining the receipt thereof, a duplicate copy of the nomination in Form under Annexure XV duly attested by him or by an officer authorised by him in this behalf. The triplicate copy duly accepted shall be sent to the Accounts Officer, who shall pass it on to the Pension Disbursing Authority i.e. Branch of a nominated Public Sector Bank alongwith the Pension Payment Order. If the Pension Payment Order has already been issued in a particular case, the nomination shall be sent separately quoting PPO number and other particulars of the pensioner to enable the Pension Disbursing Authority i.e. Branch of a nominated Public Sector Bank to link it up with the PPO.
- (5) A nomination shall be signed by the pensioner or, if he/she is illiterate, shall bear his thumb-impression given in the presence of two witnesses who shall also sign a declaration to that effect in the nomination, fresh nomination or notice or modification or nomination, as the case may be.
3. A nomination made under para 2 and accepted by the Pension Disbursing Authority i.e. Branch of a nominated Public Sector Bank or the Head of Office, shall be conclusive proof with regard to the person nominated to receive arrears of pension of the pensioner under this procedure.
4. The arrears of pension payable under this procedure shall be paid in accordance with the provisions of the existing rules governing the mode of payment of pension.
5. Where any doubt arises as to the interpretation of this procedure, the matter shall be referred to the Finance Department, Government of Goa, for decision.

ANNEXURE - XV

(Form - A)

Pension Disbursing Authority, Head of Office

(Name of Bank)

(See para 20.4)

(Place).....

..... hereby nominate the person.

(Name of the Pensioner in capital letters)

If nominee is minor

Name and address of the nominee	Relationship with Pensioner	Date of birth	Name and address of person who may receive the said pension by nomination	Contingency on the happening of which nomination shall become invalid
1	2	3	4	5

Place

Date

Witness: Signature
(Name and address)

Signature of Pension Disbursing Authority/Head of Office

(Acknowledgement to be sent by the Pension Disbursing Authority/Head of Office) Certified that application/nomination has been received from

(Name of the pensioner) whose address is

Signature of Pension

Place

Disbursing Authority

Bank